



World Class Conferencing Automated Audio Conferencing - User Guide

Audio Conferencing Basics

Although World Class Automated Audio Conferencing is an intuitive, easy to use, on demand conferencing service, we have compiled some audio conferencing basics to help make conferencing experience as pleasant and productive as possible.

Starting a Meeting as a Chairperson

1. Dial your toll free (US or Canada) or toll (International) access number
2. Enter your room number at the prompt followed by the # sign
3. Identify yourself as the Chairperson by entering * at the prompt
4. Enter your Chairperson PIN at the prompt followed by the # sign
5. Enter 1 at the prompt when you are ready to start your conference call
6. Enter your Project Code followed by # to accept the code
7. Enter # to join the conference
8. Record your name and company name at the prompt

Automated Conferencing

John Q. Sample



World Class Conferencing

Domestic Dial In Number: 866-800-8622
International Dial In Number: 702-384-9320
Room Number: 1234567890

Joining a Meeting as a Participant

1. Dial the toll free or toll access number
2. Enter the room number at the prompt followed by the # sign
3. Record name and company name at the prompt

Useful Chairperson Features

*0	Summons the operator into conference
*1+area code + phone number	Dial out to additional participants
*2 / *2	Operates and ends recording controls
*3 / *3	Allows chairperson to permanently reset Participant Name Announcement to Tone Entry or Silence as participants enter & leave the conference
*4	Conducts private automated roll call by moderator or participant
*5 / #5	Mute and unmute all participants
*6 / #6	Self mute and unmute by moderator or participant
*7 / #7	Locks and unlocks conference
*8 / *8	Allows the conference to continue even after the chairperson leaves the call or disconnects all participants when the chairperson leaves the conference (toggles)
*9	Cost Center Code menu
*#	Provides participant count

Useful Contact Numbers

Sales: 800-922-3464
Customer Service: 866-922-1162
Audio Customer Support: 866-922-1163

Please note that our Automated Audio service is designed for meetings with less than 100 participants. While our Attended Audio Services (Operator Assisted) will support 100+ participants, this service should be used for conferences where there is going to be a fair amount of interaction, or when the chairperson and/or audience is not experienced in conducting large audio meetings.

Visit www.worldclassconferencing.com for more information or contact your local World Class Conferencing office.